



CHINO CADET SQUADRON 20 OPERATING INSTRUCTION 02

20 October 2010

Cadet Programs

CADET ATTENDANCE POLICY

BACKGROUND

CAPR 52-16 specifies that cadet members must be active participants in order to advance in the CAP Cadet Program. This instruction is to define "active" participation for cadets using CAPR 52-16, CAPR 62-1 and CAPR 35-3 as a basis for this definition. The intent of the instruction is to ensure a strong cadet program through active cadet participation and the safety of our youngest members.

POLICY

1. Definitions:

- a. **Active Member:** any member with 3 or less absences from regular weekly meetings in a 4 week period with no more than 1 unexcused absence **AND** have completed all monthly and quarterly safety briefing requirements.
- b. **Active Participation:** any cadet member that has attended 4 out of the last 8 previous weekly meetings with no more than 1 unexcused absence.
- c. **Absence:** any time a cadet has missed 50% or more of a weekly meeting. Cadets participating in CAP activities during regular weekly meetings (NCSA, Encampment, AFAM's, or other CAP activities) shall not be credited with an absence and will be given credit for attendance.
- d. **Excused Absence:** any absence where the cadet has obtained approval (written or verbal) via the chain of command prior to the start of the weekly squadron meeting. Approving authority shall be the Squadron Commander, the Deputy Squadron Commander, or the Squadron Leadership Officer. In the event of disapproval by the Deputy Squadron Commander or the Squadron Leadership Officer, an appeal may be made to the Squadron Commander as the final authority. Examples of excused absences include, but are not limited to:
 - i. Any school required program
 - ii. Sports or Athletic Program
 - iii. Employment
 - iv. Annual Family Vacations
 - v. Death in the family
- e. **Unexcused Absence:** any absence where the cadet has not properly obtained approval for his/her absence from weekly squadron meetings. Cadets should initiate notification as soon as possible to avoid having absence recorded as unexcused. In certain rare cases, due to the emergent nature of some absences,

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the Squadron Commander may approve to have an unexcused absence changed to an excused absence.

- f. **Non-Meeting Activities:** any activity outside of regular weekly meetings. Orientation Flights, Emergency Services Activities, ILP Training Programs, Airshows, Encampment, or other activities outside of weekly meetings.
2. Cadet members who are not active members may not participate in non-meeting activities. Cadets who do not qualify for active member status shall be restricted to weekly meetings until they meet the requirements for active member status and completed safety briefing requirements.
3. Cadets who have 3 consecutive unexcused absences shall be contacted by the Squadron Commander or his/her designee to determine cause of the absences. Cadets who fall into this category may be considered for membership termination or non-renewal.
4. Cadets who have attended less than 50% of regular weekly meetings over a 16 week period shall be contacted by the Squadron Commander or his/her designee to determine cause of the absences. Cadets who fall into this category may be considered for membership termination or non-renewal.
5. Cadets who do not meet the requirements for active participation or active members are ineligible for completion of Achievements or Milestone Awards.

This Operating Instruction to be considered immediately rescinded should a contradictory regulation or supplement be issued by a higher echelon.

Certified 20 October 2010, Capt. Nick Boswell, SQ20/CC